



City Hall Safety Committee Meeting November 1, 2012 MINUTES

Meeting called to order at 1:20 PM by T. Drew

Present: Todd Drew, Sue Nett, Adam Alix, Kate Clausing, Kristi Heim, Tom Stoffel, Vicki Lenz

Excused: Pam Captain,

A. Motion to approve minutes from October 4, 2012 made by K Heim and seconded by S. Nett. - Motion carried.

B. Old Business

1. **MSDS Sheets** – IT in process of developing a program to scan and maintain MSDS Sheets. Volunteers through the Health Department will be recruited to help enter / scan information.
2. **City Hall Employee Information Board** – Motion made by K. Clausing second K. Heim to place a 4' x 5' employee information board on the wall to the left of the elevator- Motion Carried update in December.

C. New Business

1. **Monthly Safety Topic** "Accident Investigation Takes the MYSTERY out of an Unsafe Act or Condition" discussed and distributed. Safety topic covered the importance of reporting injuries and filling out detailed reports.
2. **Injury Review** – No injuries reported
3. **Health Department Building Walk through** – walk through completed – no significant safety issues noted, one chemical container required completed label which was corrected immediately.
4. **Additional new items** – V. Lenz inquired who the ADA Title 2 coordinator is for the City of Menasha, based on a recent CVMIC training.

D. Training

1. **Safety Manual Training Intranet - update** list of those who have not completed will be provided in December.
2. **Hearing Protection Training Intranet – update** Dave Powell and Steve Griesbach need to complete training- update to be provided in December.
3. **Harassment Training November 7** – 4 sessions all employees should attend.

3. **Additional Training items for discussion** – Wellness Training including Body Mechanics and sitting/work station ergonomics – to be scheduled after the first of the year.

E. Motion to adjourn at 2:15 PM by A. Alix second V. Lenz - Meeting adjourned.